Internet Reporting

Overview

Transit agencies use the National Transit Database (NTD) Internet Reporting system to provide their data via reports to the Federal Transit Administration (FTA). NTD Internet Reporting is the online means for transit agencies to enter, save, review and revise data, and submit reports. All reporting requirements for the NTD can be fulfilled via this system.

This section provides Internet Reporting information for the NTD Annual Report.

What Has Changed from Prior Years

No changes.

Internet Reporting System Security

Measures have been taken to ensure that all data entered into the Internet Reporting system are safe and available only to those with proper access. The NTD network and servers are secured behind a firewall. The website is password protected. Additionally, multiple server and database protection layers protect the database files.

Detailed Instructions

The preparation and submission of the Annual Report is a simple process that involves interacting with the online Internet Reporting system. The detailed instructions describe this process in the order that most reporters will proceed and cover the following topics:

- Accessing Internet Reporting;
- Tips for Using Internet Reporting;
- NTD Reporting Structure;
- Home: Annual Report Home Page;
- Annual: Reporting Annual Data;
- Monthly Ridership: Reporting Ridership Data;
- Safety & Security: Reporting Incident Data;
- Notes: Providing Additional Information;
- Issues: Validating Annual Data;
- e-File: Sending Declarations, Requests, and Other Communications;
- Communications: Viewing a History of Communications with NTD;
- Reports: Using Reports; and
- Help: Obtaining More Information.

Accessing Internet Reporting

Internet Reporting is accessed from the **NTD Homepage**.

To access Internet Reporting:

- Connect to the Internet via your Internet service provider (ISP);
- Verify your Internet browser settings;
- Access the Internet Reporting website at www.ntdprogram.gov; and
- Access your transit agency's NTD report via the **Internet Reporting Login** link.

Choosing Your Browser

You should use your ISP to connect to the Internet. Internet Reporting requires a web browser that is at least a 6.x version (e.g., Internet Explorer 6.0). Browsers such as Firefox, Mozilla and Chrome are not fully compatible with the Internet Reporting system. **You should use Internet Explorer for reporting.** If you do not have the latest version of the browser, go to Microsoft.com to download the latest version free of charge.

Verifying Your Internet Browser Settings

You should verify that your browser is set to check for newer versions of stored pages with each visit to the website. Otherwise, forms will not update properly. In Internet Explorer, this is done by accessing Tools/Internet Options/General/Temporary Internet Files Settings/Every Visit to Page.

The NTD Homepage

The **NTD Homepage** offers you the following information and data:

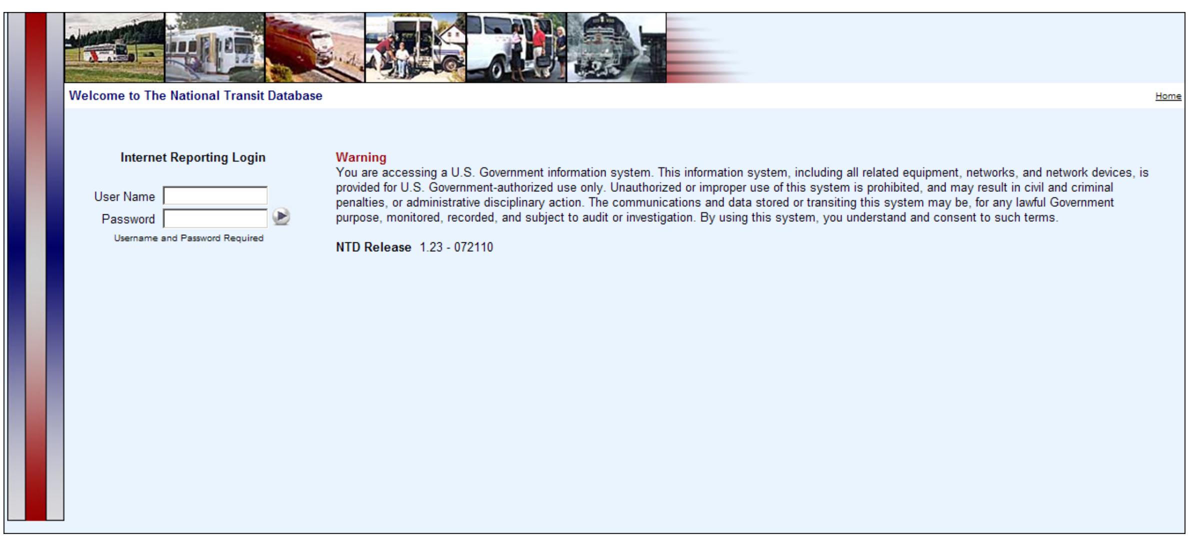
- **Internet Reporting Login:** A link to access the Internet Reporting system;
- **What is the NTD?:** An overview of the NTD program, milestones in transit history, how to obtain an NTD ID number, and an overview of the NTD reporting forms;
- **How to Report/Get an ID:** Description of who reports to the NTD and the process for requesting a new ID number;
- **Reporting Manuals:**
  - **Urban Reporting:** Access to HTML and PDF versions of the current Urban Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.;
  - **Monthly Reporting:** Access to HTML and PDF versions of the current Monthly Reporting Manual, an overview of the reporting changes and highlights, reporting manual archives, etc.;
  - **Safety and Security Reporting:** Access to HTML and PDF versions of the current Safety and Security Reporting Manual, Newsletters, Safety and Security frequently asked questions (FAQ), an overview of reporting changes and highlights, reporting manual archives, etc.;
  - **Rural Reporting:** Access to HTML and PDF versions of the current Rural Reporting Manual and Excel spreadsheets, an overview of reporting changes and highlights, reporting manual archives, etc.;
  - **Sampling:** Access to the PDF File of the Sampling Manual, HTML version of the glossary, Excel spreadsheets of a Sampling Template and a Sampling Template with data; and
  - **Small Systems Waiver Manual:** Access to HTML and PDF versions of the current Small Systems Waiver Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.;
- Data, Publications and Reference Materials:

  - **NTD Glossary:** HTML version of the NTD Glossary of transit terms;
  - **NTD Reference Materials:** NTD reference materials such as the Uniform System of Accounts, FTA Circulars and Federal Register Notices;
  - **NTD Transit Profiles:** Links to transit agency listings by region and other governmental links; and
  - **Access NTD Data:** HTML and downloadable PDF publications, including data tables (also available as MS Excel self-executable files), Profiles, National Transit Summaries and Trends, as well as Annual, Monthly and Historical databases (MS Excel self-executable files) and other data products;

- NTD Resources:
  - **FTA/NTD Presentations, Announcements and Updates:** FTA/NTD presentations, new and useful information, interim updates to reporting requirements, etc.;
  - **NTD Feedback:** The mailing address, telephone number and fax number for the NTD Program as well as an opportunity to provide comments or suggestions regarding the NTD Program;
  - **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration;
  - **Transit Agency Listing by Region and External Links:** Contact information for transit agencies reporting to the NTD listed by region and state for:
    - Region 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont);
    - Region 2 (New Jersey, New York);
    - Region 3 (Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia);
    - Region 4 (Alabama, Georgia, Florida, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, US Virgin Islands);
    - Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin);
    - Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas);
    - Region 7 (Iowa, Kansas, Missouri, Nebraska);
    - Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming);
    - Region 9 (Arizona, California, Hawaii, Nevada); and
    - Region 10 (Arizona, Idaho, Oregon, Washington); and
  - **Transit Agency Search:** search for agency profiles, complete profile sets, and profiles for Top 50 Agencies.

Accessing the NTD Report

Clicking the Internet Reporting Login link will open the Internet Reporting **Login** page. Enter your user name and password to gain access to **NTD Report Home**.



Levels of Access

Internet Reporting provides four levels of access to the Annual Report with the following rights:

- **CEO access:** Edit forms (data entry), approve Chief Executive Officer (CEO) Certification form (D-10), and submit reports and special reporting requests, including waivers;
- **Contact Person access:** Edit forms (data entry) and submit report (administrator);
- **Editor access:** Edit forms (data entry), cannot submit report; and
- **Viewer access:** Viewing rights only for forms, issues, notes and correspondence with no rights to edit or submit.

User Names and Password

The system access level is determined by the user name. The first three characters of the user name define the access level and the last four digits represent the transit agency's NTD ID. There are four types of user names corresponding to the four access levels available within the Annual Report:

- CEO (CEO####);
- Contact person (NTD####);
- Editor (EDT####); and
- Viewer (VWR####).

The NTD Program e-mails each transit agency this set of user names with a password for each. Transit agencies determine access within their organizations and distribute user names and passwords accordingly.

A user can change his/her password at any time. Refer to **Sys Admin: Changing Your Password** for additional information on this topic. Users should be aware that passwords must be changed every sixty days.

The users with CEO and NTD Contact Person access levels will have access to all reporting modules (Annual, Monthly, and Safety & Security) from the **Home** tab. Users with Editor and Viewer access will be able to access only Annual and Monthly reporting modules.

Passwords

Password requirements have conditions about password length and complexity, as well as the password expiration period, which is 60 days. In addition, an account inactivity feature locks accounts that have not been used once in a 60-day period. Accounts that become "locked" will be able to be unlocked through an automatic web-based process, which also prompts a password change. Password features can be summarized as follows:

- Password requirements:
  - o Password length: Must be at least 12 characters and not more than 20 characters;
  - o Complexity: Must include 3 out of 4 of the following elements – Lower Case, Upper Case, Numbers, Special Characters;
- Maximum password age: 60 days; and
- Account inactivity: Your account is locked if you do not login during a 60-day period.

Sys Admin: Changing Your Password

The **Sys Admin** screen provides the ability to change your NTD password.

All passwords expire every sixty days. You can change your password at any time on the **Sys Admin** screen by specifying your current and new password.

Tips for Using Internet Reporting

Navigating Between Screens

Do not use the Internet browser's **Back** and **Forward** buttons to navigate between screens. Instead, use the Internet Reporting system buttons, tabs and links. A **Close Form** button will appear in the top right and bottom of the Internet Reporting form which should be utilized to change the view between forms.

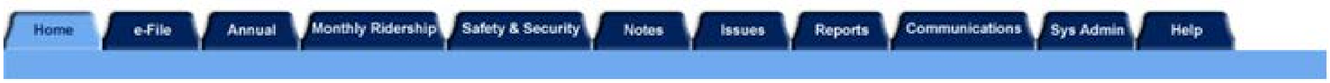
Saving a Form

A **Save** button is provided at the bottom of each Internet Reporting form. When entering information into a form, it is strongly recommended that you save the form frequently. This will prevent the loss of data if your Internet connection is unexpectedly lost.

Also, Internet Reporting has an automatic time-out feature which will log you off of the system after a period of inactivity. It is strongly recommended that you save your work every 15 minutes. Otherwise, there is a risk that the next action you take on the system will result in the closure of the screen displayed in your browser and the loss of any data that you had not saved.

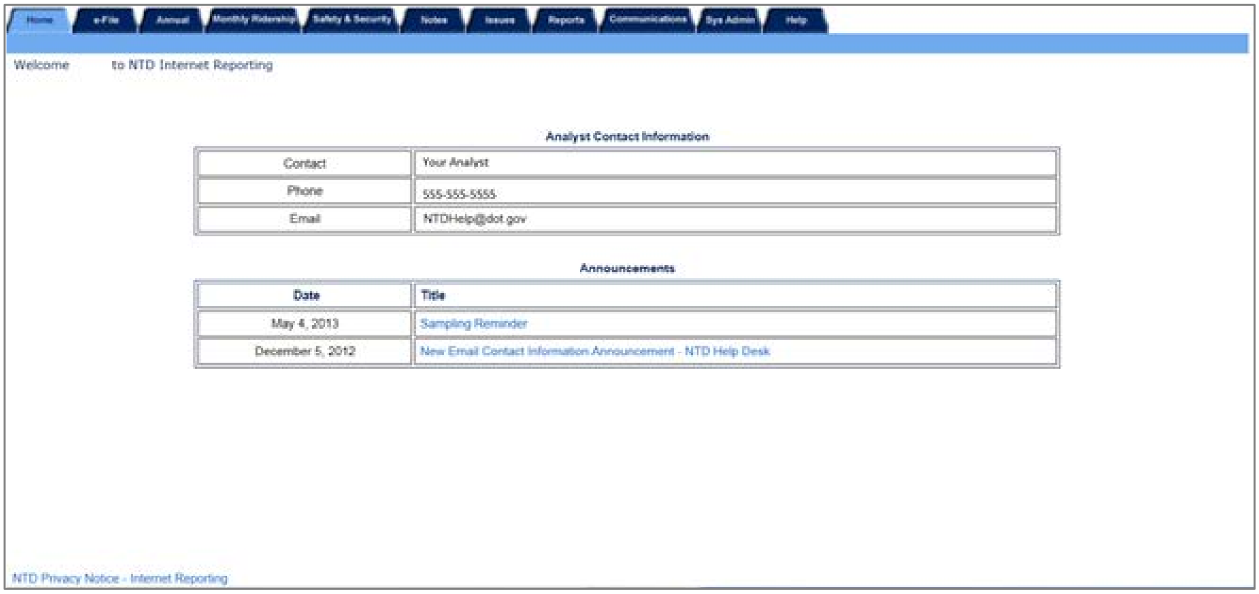
NTD Reporting Structure

Once you log in to Internet Reporting, you will see the following tabs, which are each discussed more fully herein (though not in this order):



- **Home:** The starting point when entering the NTD report. It displays the transit agency's NTD analyst information and any project related announcements;
- **e-File:** This is a listing of all declarations, waivers, other general correspondence and current year report submission stages. This screen allows a transit agency to view the text of existing declarations, waivers, fixed guideway requests and general correspondence, and to add documents using the file attachment feature;
- **Annual:** This is a listing of the reporting forms necessary to complete your NTD Annual Report. From this screen, your transit agency can submit the NTD Annual Report. The **Submit Report** button appears at the bottom of the **Forms Summary** screen after the CEO approves the CEO Certification form (D-10);
- **Monthly Ridership:** This screen provides access to the NTD Monthly Reporting forms for editing and submitting your report to FTA. Form-by-form instructions and reporting details for the Monthly Module are included in the NTD Monthly Reporting Manual. The NTD contact person is responsible for submitting Monthly data to NTD;
- **Safety & Security:** This screen provides access to the Safety and Security Module forms for editing and submitting your report to FTA. Form-by-form instructions and reporting details for the Safety and Security Module are included in the Safety and Security Reporting Manual;
- **Notes:** This displays all the Form Notes added to the transit agency's Annual Report. The transit agency should create Form Notes to provide additional information applicable to a specific form;
- **Issues:** This screen displays all the issues generated for the transit agency's Annual Report. Issues highlight potential problems with specific data items (specific data which fall out of a typical range of values) and are generated each time the transit agency saves a form. To correct an issue, the transit agency may either change the data item on the appropriate form or attach a Comment to the individual Issue and explain. Use this screen to review the Issues for entire report (form by form) prior to submitting your NTD Annual Report;
- **Reports:** Print and export reports. All reports have been developed to allow you to print each form or report without altering print settings to fit a form on the page. The reports listed will vary depending on your access level;
- **Communications**: This screen provides a record of the report submissions your agency has made to NTD, including any comments from the agency and the review status of the report;
- **SysAdmin:** Discussed above. Use this tab to change NTD passwords. You may only change your own password. Should you need assistance, contact your NTD analyst; and
- **Help:** Online version of this Urban Reporting Manual.

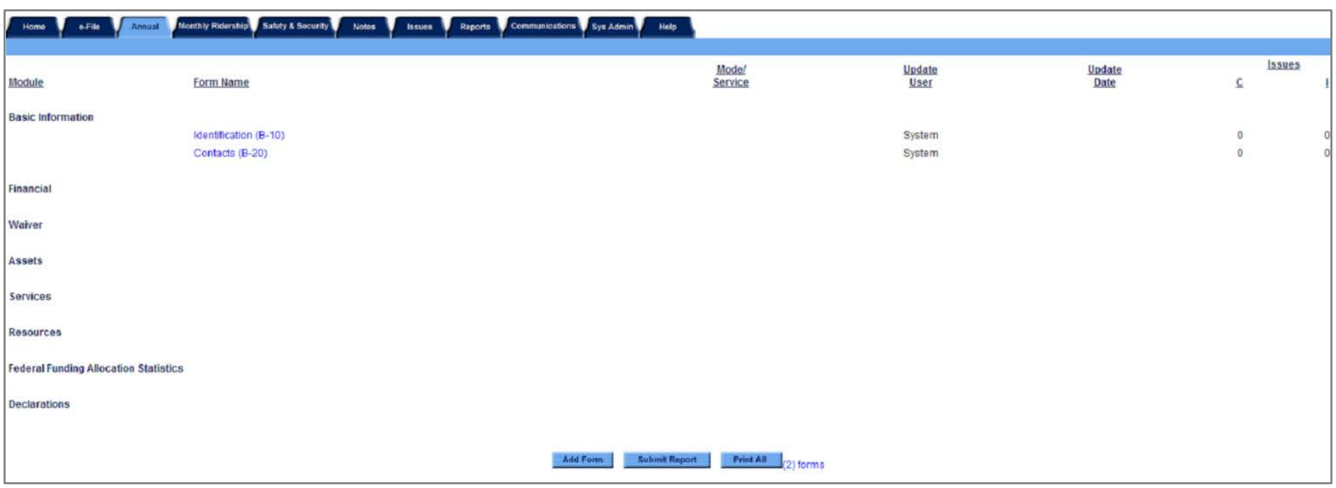
Home: Annual Report Home Page



After completing the **Login** process, the user is taken to the Annual Report **Home** page. Click the **Home** tab near the top of any screen to return to the **Home** tab from any other area.

When accessing the **Home** tab, please take note of the **Announcements** section, which provides users with listings of recent FTA announcements.

Annual: Reporting Annual Data



Click on the **Annual** tab to open the **Forms Summary** screen. The **Forms Summary** screen lists the 2013 NTD modules and provides links to the specific forms within each module that your transit agency is required to complete.

Initially, the **Forms Summary** screen only provides access to two forms within the Basic Information Module:

- Identification form (B-10); and
- Contact form (B-20).

After you review, complete and save the B-10 form, and Internet Reporting will automatically generate the forms necessary to complete your agency's NTD annual report. Internet Reporting uses the following information to determine which forms to generate:

- The number of vehicles operated in annual maximum service (VOMS) by mode and TOS;
- Whether a Small Systems Waiver request has been indicated;
- Whether the seller in a purchased transportation agreement is filing a separate NTD Annual Report; and

- Whether a Grants (Planning or Capital) Waiver request was indicated.

All form-by-form instructions and reporting details are provided in the form-specific sections of this manual.

After the B-10 form has been saved, the **Forms Summary** screen provides access to forms that your transit agency is required to complete. The mode and TOS, the update user and update date, and the number of issues for each form are also displayed.

The **Forms Summary** screen also provides the means to add a new Contractual Relationship form (B-30). Internet Reporting automatically generates a B-30 form for each purchased transportation agreement (i.e., contracts) that existed in your transit agency's previous year report if at least one mode designated on the prior year's form is also reported on the B-10 for the current reporting year.

If you want to add a new Contractual Relationship form (B-30) for a new contract, click the **Add Form** button at the bottom of the **Forms Summary** screen and select B-30 from the drop-down menu.

Printing a Form Report from a Form Screen

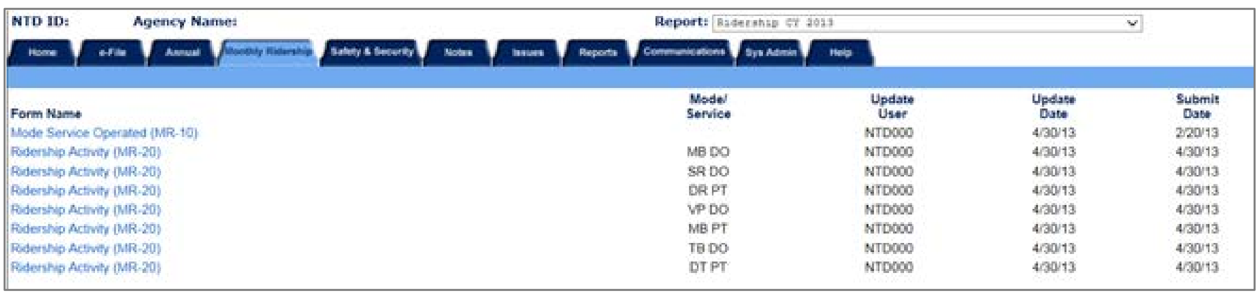
Click on the **Print** button at the bottom of the **Form** screen to display the report in **Adobe Acrobat Viewer**; then click the **Print** button in the upper left corner of the viewer and click the **Okay** button on the resulting **Print** window.

Submitting Your Report

To submit a report to the NTD, upon completing the required NTD forms, return to the **Annual** tab, scroll to the bottom of the page, and click the **Submit Report** button.

The original submission of the report can only be submitted by the agency CEO.

Monthly Ridership: Reporting Ridership Data


NTD ID: Agency Name: Report: Ridership CY 2013

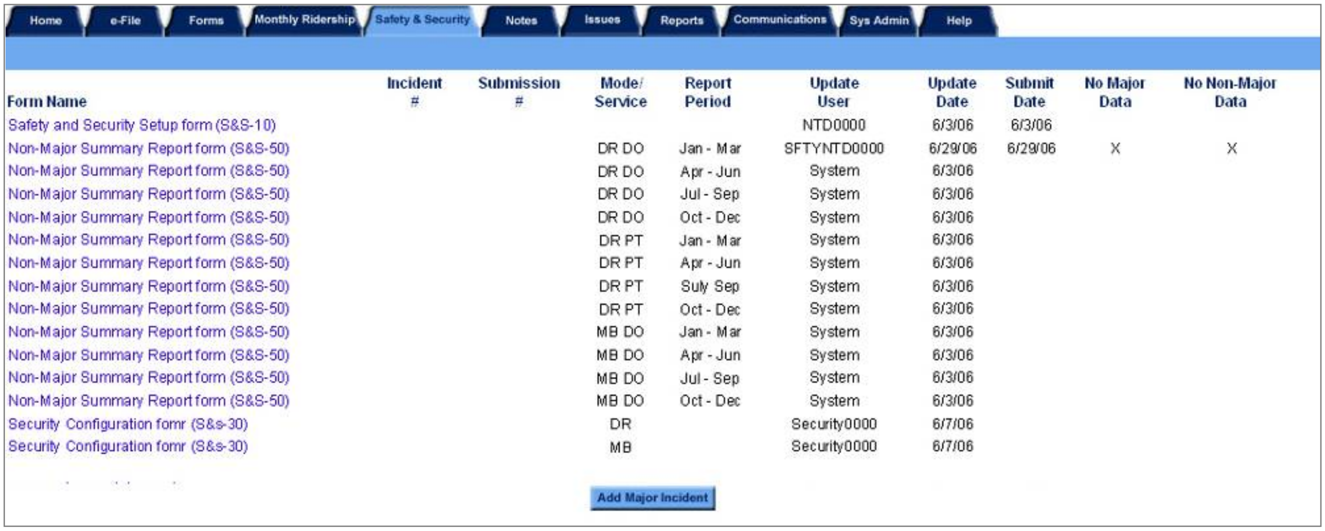
Home | e-File | Annual | Monthly Ridership | Safety & Security | Notes | Issues | Reports | Communications | Sys Admin | Help

Form Name	Mode/ Service	Update User	Update Date	Submit Date
Mode Service Operated (MR-10)		NTD000	4/30/13	2/20/13
Ridership Activity (MR-20)	MB DO	NTD000	4/30/13	4/30/13
Ridership Activity (MR-20)	SR DO	NTD000	4/30/13	4/30/13
Ridership Activity (MR-20)	DR PT	NTD000	4/30/13	4/30/13
Ridership Activity (MR-20)	VP DO	NTD000	4/30/13	4/30/13
Ridership Activity (MR-20)	MB PT	NTD000	4/30/13	4/30/13
Ridership Activity (MR-20)	TB DO	NTD000	4/30/13	4/30/13
Ridership Activity (MR-20)	DT PT	NTD000	4/30/13	4/30/13

Click on the **Monthly Ridership** tab to open the **Monthly Ridership** screen. This screen provides access to the Monthly Module forms for editing and submitting a report to FTA.

Form-by-form instructions and reporting details for the Monthly Module are included in the Monthly Reporting Manual.

Safety & Security: Providing Incident Data



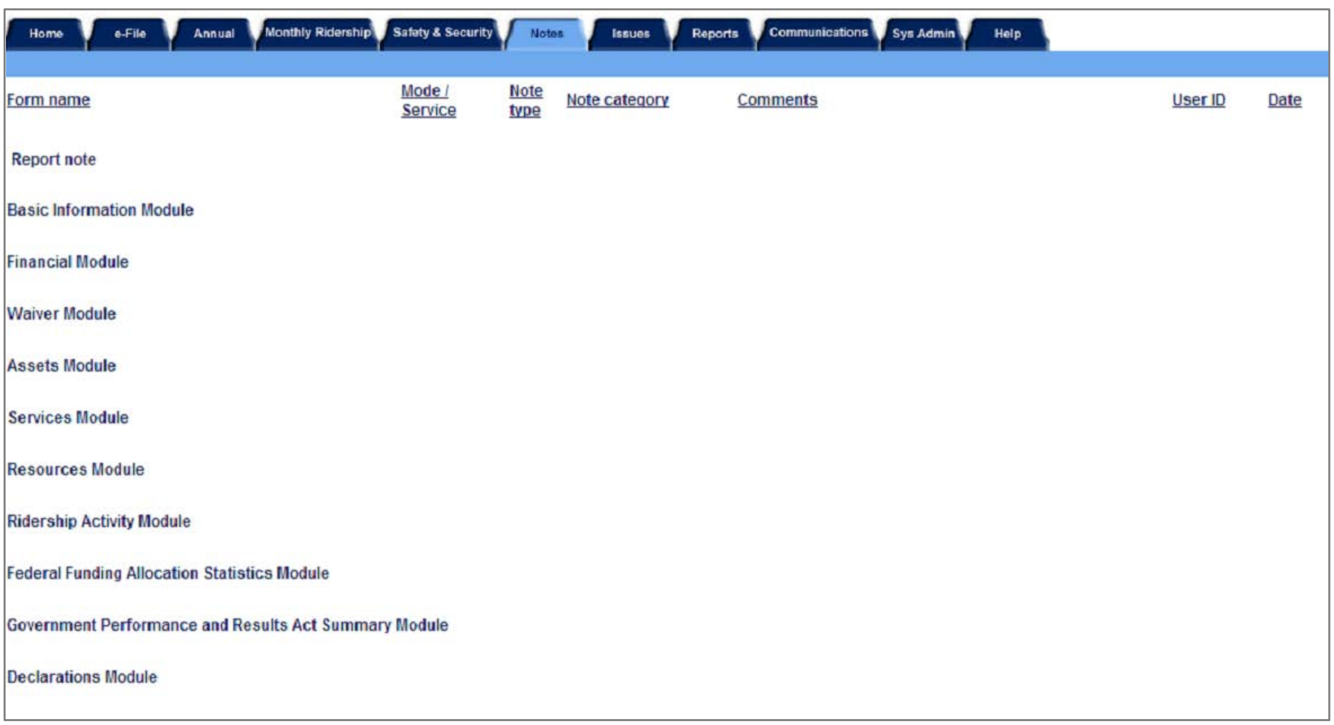
Form Name	Incident #	Submission #	Mode/ Service	Report Period	Update User	Update Date	Submit Date	No Major Data	No Non-Major Data
Safety and Security Setup form (S&S-10)					NTD0000	6/3/06	6/3/06		
Non-Major Summary Report form (S&S-50)			DR DO	Jan - Mar	SFTYNTD0000	6/29/06	6/29/06	X	X
Non-Major Summary Report form (S&S-50)			DR DO	Apr - Jun	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR DO	Jul - Sep	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR DO	Oct - Dec	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Jan - Mar	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Apr - Jun	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Suly Sep	System	6/3/06			
Non-Major Summary Report form (S&S-50)			DR PT	Oct - Dec	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Jan - Mar	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Apr - Jun	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Jul - Sep	System	6/3/06			
Non-Major Summary Report form (S&S-50)			MB DO	Oct - Dec	System	6/3/06			
Security Configuration fomr (S&s-30)			DR		Security0000	6/7/06			
Security Configuration fomr (S&s-30)			MB		Security0000	6/7/06			

Add Major Incident

Click on the **Safety & Security** tab to open the **Safety & Security** screen. This screen provides access to the Safety and Security Module forms for editing and submitting reports to FTA.

Form-by-form instructions and reporting details for the Safety and Security Module are included in the Safety and Security Reporting Manual.

Notes: Providing Additional Information



Form name	Mode / Service	Note type	Note category	Comments	User ID	Date
Report note						
Basic Information Module						
Financial Module						
Waiver Module						
Assets Module						
Services Module						
Resources Module						
Ridership Activity Module						
Federal Funding Allocation Statistics Module						
Government Performance and Results Act Summary Module						
Declarations Module						

Click on the **Notes** tab to open the **Notes Summary** screen. The transit agency should create Form Notes to provide additional information applicable to a specific form.

Creating a Form Note

To create a form note, you should click on the **Add Form Note** link at the top right of the form you are editing or viewing. Internet Reporting will take you to the **Form Notes** screen for the specific form. Internet Reporting pre-fills the mode and TOS (if applicable) for which the note is created. You must complete the note comment.

To save a form note, click the **Save** button at the bottom of the screen. To return to the form being edited without saving the note, click on the **Cancel** button.

Reviewing Form Notes

Click on the **Form Notes** tab to view the **Form Notes** screen. You can review the form notes associated with a specific form or all form notes for the report. While working in a form, click on the **Form Notes** tab to display the **Form Notes** screen for the form. The form name, mode and TOS will be displayed just beneath the tabs.

You also can review form notes associated with prior submissions for the current Report Year (i.e., 2013) and prior Report Years (i.e., 2010 and earlier). To view current or prior years' form notes, click on the **Report** drop-down menu located above the tab line, and select the year and report stage (original, working data, revision, or closeout) that you wish to view.

Editing Notes

While you are in the **Working Data** report stage, you can edit a form note after it has been created by clicking on the **Edit Note** link in the far right column on the **Form Notes** screen. Once the NTD Annual Report is submitted, the notes are frozen and cannot be edited. Notes can only be edited while the report status is **Working Data,** which is displayed at the top of screen in the **Report** menu.

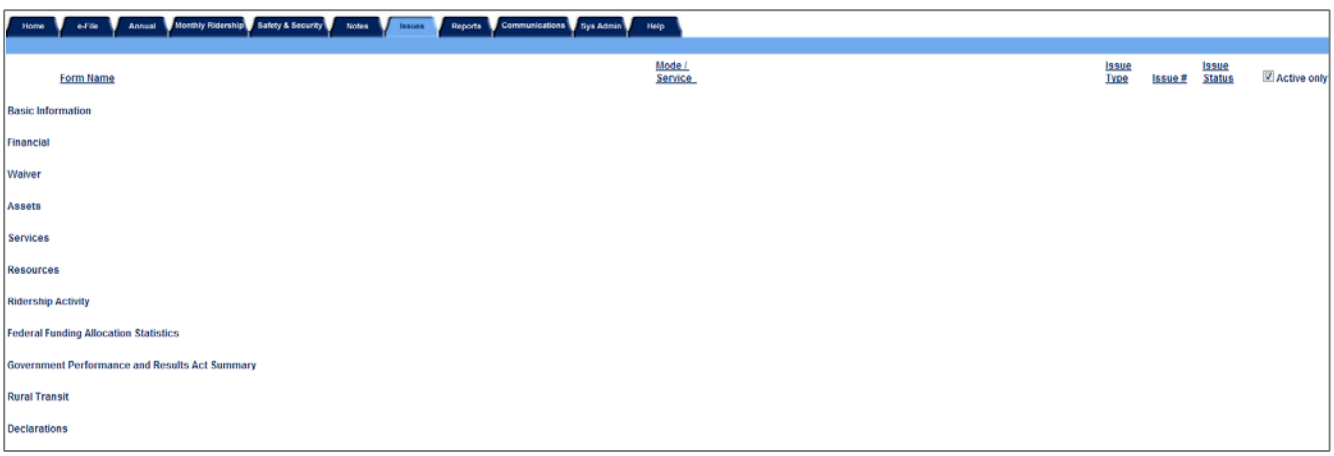
Submitting a report to the NTD means that it is in the view of your analyst, and is no longer editable. Once a report is submitted to NTD, no further changes can be made until it is returned to the agency's view. The analyst will then validate the submitted report and, if necessary, return the report to the agency for additional revisions.

Notes are frozen with each submission. If the report is sent back to the transit agency and notes are reviewed or added, the previously submitted notes will not be affected and are no longer editable.

Printing Form Notes

Print all form notes from the **Reports** tab by clicking the **Notes and Issues Report** link.

Issues: Validating Annual Data



Access the **Issues** screen by clicking the **Issues** tab. This screen highlights potential problems with specific data items identified through the NTD validation process.

The NTD validation process ensures that NTD reporting requirements are met and that the reported data are reasonable. For changes in data outside of expected ranges and other related problems, issues will be raised to your agency. Once an issue is raised, a comment for the issue is required in addition to any necessary revision. Some validation checks include:

- Range checks for typical values found among transit agencies with similar operating characteristics;
- Logic checks between data items on different NTD forms; and
- Time series checks against previous years' data to identify data that have changed significantly.

NTD validation is an interactive, iterative process with two alternating phases:

- Pre-submission (working data report stage) validation — automatic review prior to submission of the NTD annual Report; and

- Post-submission (the original submission or a revision report stage) validation — review by your assigned NTD validation analyst after submission of the NTD Annual Report.

In support of the NTD validation process, an NTD validation analyst is assigned to your transit agency. NTD validation analysts are available to assist transit agency personnel and may be contacted at the NTD Program Office.

Direct contact information for each validation analyst is available from the **Home** tab in the **Announcements** section (refer to the NTD Contact Information). Refer to the exhibit under Where to Report in the Introduction section of this manual for general NTD contact information (mailing addresses, hours of operation, Help Desk phone and e-mail address, etc.).

Pre-Submission Validation

Internet Reporting automatically performs issue checks after a form is saved. The issue checks assess the completeness and reasonableness of entered data prior to submission to FTA.

Since some issue checks are performed using data items from more than one form, it is best to respond to issues after all forms are completed.

Issues are classified by issue type according to severity and action necessary to submit the NTD Annual Report:

- Important issues are raised when data do not fall within expected ranges or do not appear to conform to NTD definitions. Important issues can be addressed by revising the relevant data, or by writing a comment explaining why the data are correct; and
- Critical issues are raised when data are logically inconsistent and must be corrected. You cannot address a critical issue with a comment.

You cannot submit your report until all issues – important and critical – are addressed.

The **Forms Summary** screen identifies the number of issues by each type for each form. You can access the **Forms Summary** screen by clicking on the **Issues** tab from the Annual Report **Home** page.

Issues associated with prior submissions for the current Report Year (i.e., 2013) and prior Report Years (i.e., 2012 and earlier) can also be reviewed. To view current or prior years' issues, click on the **Report** drop-down menu located above the tab line, and select the year and report stage (original, working data, revision, or closeout) that you wish to view.

You can review issues for a specific form, by clicking on the **Issues** tab while viewing the form.

Prior to the original submission, issues are deleted as data are corrected and resaved. Important issues that remain when the NTD Annual Report is submitted will continue to be available for review on the **Issues** tab. Any corrections or explanations subsequent to the original submission will be recorded and are available for review by you and the NTD staff.

Post-Submission Validation by NTD Analysts

After the transit agency submits its NTD Annual Report, the report is frozen at the **Original Submission** report stage. At this point in the process, the data cannot be edited by the transit agency. This is also true of each re-submission (revision).

Issues undergo a series of reviews by NTD staff during which the issue status may be changed. At each report stage, you should address and respond to all issues that are active. After all issues are addressed, the report should be resubmitted. **The status of an issue is not considered to be final until the closeout letter (discussed below) has been approved.**

Exhibit 10 — Issue Status	
Active	Issues that require review by the transit agency.
Active with Comments	After a transit agency reviews and adds comments to an Active issue, the issue is assigned an Active with Comments status.
Questionable	Issues may be included in a Closeout with Issues letter and pertinent data is indicated as Questionable in publications.
Under Review	NTD validation analysts recommend that these issues have been sufficiently addressed by the transit agency.

As a report is moved through the validation process, the NTD validation analyst reviews the reported data and recommends that FTA either accept the transit agency's comments or designates the issue as **Active** for further review by the agency. Upon completion of this review, the NTD validation analyst makes the report available to the agency as **Working Data**.

When this is done, your agency can edit the report or provide more information. Review by both your transit agency (in working data stage) and the NTD validation analyst (in revision stages) continues until all issues have been designated as **Fixed**, **Questionable** or **Reviewed**. The report will then move to the closeout report stage.

As with **Form Notes**, the issues are frozen with each submission, and cannot be altered until the report is returned.

Closeout: Completion of Issue Validation

The validation process ends with the generation of the closeout letter for a transit agency. The closeout letter documents FTA's acceptance of data. There are two types of closeouts:

- Closeout without Issues: All issues have been addressed and the revisions or explanations have been accepted by NTD; or
- Closeout with Issues: NTD has determined that the reporter's data collection methods are inadequate, or is not satisfied with the accuracy of the data.

Once it has been generated, the closeout letter is accessible from the **e-File** tab.

e-File: Sending Declarations, Requests, and Other Communications

The **e-File** tab is located between the **Home** tab and the **Annual** tab. The **e-File** tab is a centralized area in which to compose, organize and track agency correspondence with the NTD program.

All correspondence, waivers and other requests, as well as the Independent Auditor Statements, are attached and submitted using the **e-File** tab. These items can only be submitted by the CEO using the CEO username and password.

The **e-File** tab provides general correspondence, organized by sender (Reporting agency or NTD Program staff). Once generated, correspondence is stored on the **e-File Summary** screen. The status or phase (approved, denied, etc.) of the process for each correspondence item is indicated under the **Status** heading by correspondence type.

E-mail responses are sent to the transit agency following requests through the **e-File** system. Examples of letters sent from FTA to transit agencies are:

- Closeout correspondence;
- Late letter correspondence; and
- Late response correspondence.

e-File Tracking

The **e-File Summary** screen provides a snapshot of the status of the NTD Annual Report, organized in the following sections:

- Report stage;
- Waivers;
- Declarations;

- Other agency requests; and
- Outgoing NTD Correspondence.

Report Stage

This section lists the dates that you originally submitted your report and each subsequent revision that was sent to NTD and returned to your transit agency. Most of the information listed pertains to the current report year. However, some correspondence or requests may pertain to future years. These items will be displayed indicating the future report year. You may now select up to two report years for the same request.

To view prior years' **e-File** information, you should use the **Report** drop-down menu, located above the tab line, to select the year you wish to view. Note that **e-File** information is not available prior to 2002.

You can add correspondence for prior years' **e-File** information by clicking the **Add Correspondence** button on the current year's **e-File Summary** screen. You then select the year for which you wish to add correspondence from the **Add Correspondence** screen.

Waivers

This section contains the correspondence for any waiver requests as well as their current status.

Declarations

This section contains the declarations submitted to NTD via **e-File** and their current status (Not Submitted, Received, Cancelled, Approved, Approved with Issues, and Denied). The only declaration that is filed on the e-File tab is the Independent Auditor Statement for Financial Data (IAS-FD).

Other Agency Requests

All other correspondence between the transit agency and NTD is contained in **Other Agency Requests**. Examples of this type of correspondence are:

- Extension requests;
- Change in transit agency fiscal year;
- New fixed guideway (FG) requests;
- New ID request;
- New ID request response from FTA; and
- Clarification of a reporting requirement (other).

Outgoing NTD Correspondence

Electronic copies of all closeout letters, failure to report warning letters (for late report, incomplete report and failure to respond), and any official correspondence for clarification from FTA are submitted to transit agencies via the **e-File** tab.

e-File Composing: Waivers, Other Agency Requests and Declarations

Waivers and Other Agency Requests are all considered correspondence. The following section discusses each type of request and describes the steps taken to create, edit and submit them.

Adding a Request or Declaration

On the **e-File Summary** screen, buttons are available for each type of correspondence request and declaration (i.e., waivers, declarations and other agency requests). You should click the appropriate button to initiate a specific request and display the **Add Correspondence / File** screen.

Once a request or declaration is initiated, you will be directed to the **Add Correspondence / File** screen. On this screen there are several specific pieces of information that are required, including:

- **Report Year:** This is a required field that identifies the report year for which the correspondence is made. In most cases, you will be adding correspondence that will be applicable to the current report year. However, you may want to create correspondence pertaining to a future report year. Both current and future report year correspondence will appear on the **e-File Summary** screen by report year.
- **Type:** This is a required field. You should use the drop-down menus to identify the type of correspondence to be submitted. For example, if you arrived at this screen by clicking the **Add Waiver** button, the drop-down menu will display the five waiver types. If you clicked the **Add Declaration** button, the three declaration types will be listed.

Writing or Attaching a Document

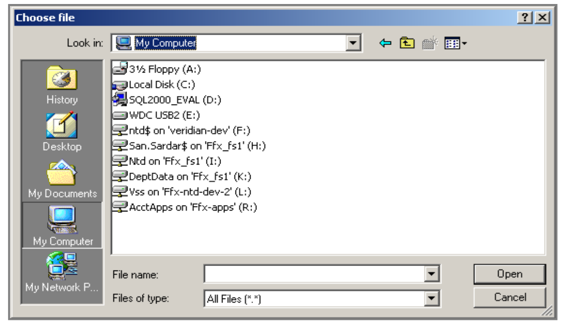
You have the choice to either insert text or attach a document to send correspondence to the NTD. You should select **Insert Text** to generate a field where you can type your agency's request. There is also the option to attach a more formal request by using the **Letter Attachment** option and submitting the request to NTD following the guidelines below.

Editing a Request

Appropriate transit agency personnel (based on user rights) can edit the request at any time after the request is saved and prior to submission. To edit the request, you should click on the link to the file you wish to edit (**Data Waiver**). The file will open and you can edit the content as necessary. However, Internet Reporting will not let you edit several of the fields used to identify the specific request.

Attaching Correspondence

Other types of correspondence may also be attached under the **Other Agency Requests** heading on the **e-File** tab. To attach the written request select the **Letter Attachment** radio button, then click the **Browse** button. A Windows dialog box will appear. The appearance of the window may be different based on the operating system (Windows NT, 2000, 95/98, Apple Mac, etc.) being used. Navigate to the directory in which your file is stored and click **Open**. The file name will appear in the text area to the left of the **Browse** button.



Saving Correspondence

The final step in creating correspondence (waiver, declaration or other agency request) is to **Save** or **Submit** the request or declaration by using one of the three buttons at the bottom of the screen.

Depending on your assigned level of access, you can perform certain tasks within the system. While certain users can create, save, and submit requests, others may only be able to create and save or simply view the request. This type of role-based security allows Internet Reporting to verify that the appropriate people are making the necessary requests. Based on a user's role, they will see a **Cancel**, **Save** and or **Submit** button. For example:

- The **Cancel** button is available to all users. Cancel simply exits the form and no changes are saved.
- The **Save** button is available to those users with CEO, NTD and EDT passwords. Once data are entered, the request may be saved. Once saved, the request is stored and can be reviewed and edited as often as necessary prior to submitting the report to NTD.
- The **Submit** button is limited to the CEO for the original submission.

Once the request is saved or submitted, you are returned to the **e-File Summary** screen. The **e-File Summary** screen will display the request under the appropriate heading, followed by the identifying subject line, the year for which the request is relevant, the date the request was created, and the status of the request.

NTD Process after e-File Submission

Acknowledgment of Submission

For most submissions, no acknowledgement is provided regarding receipt at the NTD project site. If you concerned about a submission, please contact your NTD validation analyst.

However, acknowledgements are provided upon receipt of waiver requests, etc. at the NTD project site. An e-mail is sent back to the CEO and contact person acknowledging receipt of the correspondence. This acknowledgement is also posted on the **e-File** tab. If there are problems with the original request, you should contact your NTD validation analyst immediately upon receipt of the e-mail.

Request Status

Once a request is submitted, NTD begins processing the request or declaration. When the process is complete, it is given a final status that the transit agency is able to view.

The status column is intended to inform the transit agency about the progress of each request. Distinct statuses apply to the different request types. The following is a list of the potential statuses and their meanings:

- **Not Submitted:** The request is attached but was not submitted to the NTD. The request remains available to the transit agency for editing and saving but is not valid until submitted to NTD;
- **Received:** The request was successfully submitted to NTD. NTD staff will review and take action, if appropriate, on the request;

- **Approved:** The request was reviewed and approved by FTA;
- **Approved with Issues:** Issues were found with the request but were not substantial enough to prevent FTA approval; or
- **Denied:** FTA denied the request.

Viewing a Submitted Request

Official notification from NTD is necessary for a request to be considered approved or denied. When such an action is taken by NTD, the status column will no longer appear as **Received**, but will instead reflect the appropriate status. A status other than received indicates that NTD processed the request. Once the status changes, NTD's official response can be reviewed.

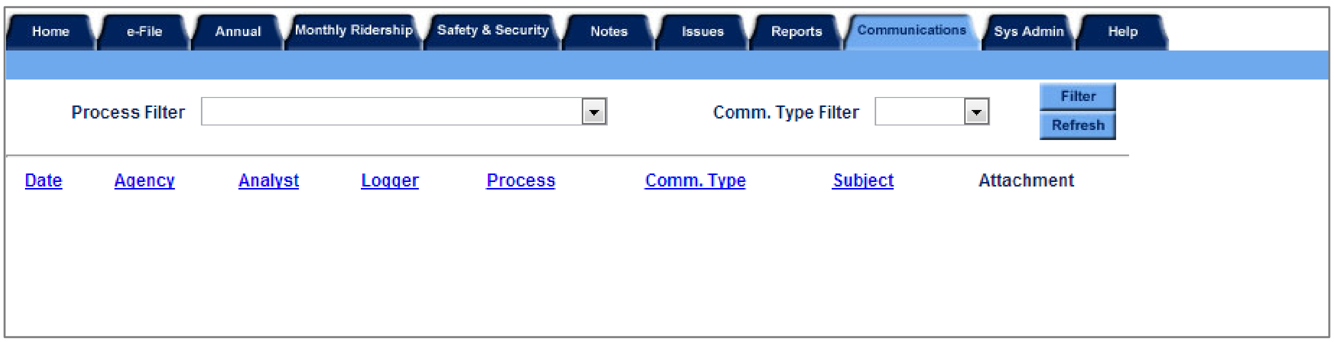
To view, click on the hyperlink for the submitted request you want to view. There will be a link for the **Letter Attachment** (as there was when editing). However, since it was already submitted, you cannot edit the request and the **Save** and **Submit** buttons are no longer be available.

When you access the **e-File Summary** screen, there may be two links for attached files. This occurs if you submitted an attached document to NTD. The submitted document will be the first link you see. The second link is the official response from NTD. To view the response, you should click on the link and select **Open Document** when prompted by the operating systems dialog box.

e-File at the End of the Year

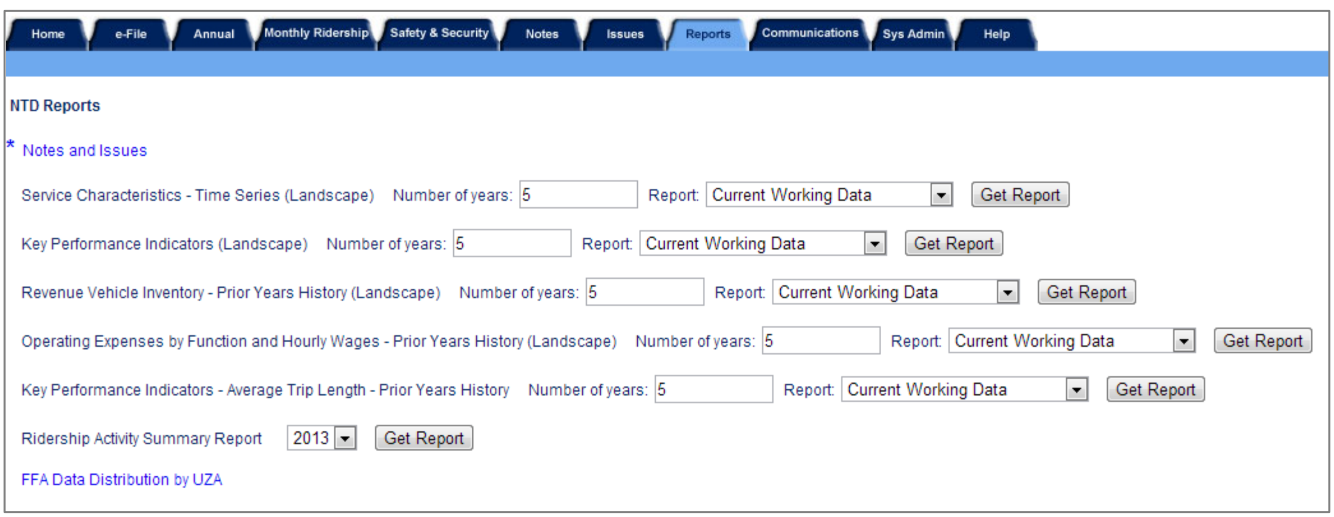
At the end of the report year, the **e-File Summary** screen provides a picture of an entire report year. The number of requests will vary by transit agency; however, all correspondence between the transit agency and NTD is captured. Most important, when the transit agency is closed out the status **Closeout** appears, and a closeout letter is listed.

Communications: Viewing a History of Correspondence with NTD



The **Communications** tab gives transit agencies a centralized area in which to view their past correspondence with the FTA NTD program. In addition, the correspondence view can be filtered to show only certain processes or communication types.

Reports: Using Reports



Click on the **Reports** tab to display the **Reports** screen. This screen provides access to several reports available to assist you in preparing or reviewing your agency's NTD Annual Report. To open a report, click the corresponding link on the **Reports** screen and the report will open in **Adobe Acrobat Viewer**.

Viewing and Printing Reports

Reports can be generated within the Internet Reporting system from either the **Reports** tab or from the individual form screens.

Viewing a Report Online

Click on the **Report** link on the **Reports** tab to display the report within the IE window. Use the scroll bar or the following navigation buttons to scroll through the report:

- To go to the next page, use the right arrow ;
- To go to the previous page use, the left arrow ;
- To go to the last page, use the right arrow with a line to the right ; and
- To go back to the first page, use the left arrow with a line to the left .

To Print a Report from the Reports Tab

Click on the **Print Report** button (printer icon) in the upper left corner of the viewer. A window will open and the document is converted to a PDF file. You can then click the **Print** button on the resulting **Print** screen.

To Print a Form Report from a Form Screen

Click on the **Print** button at the bottom of the **Form** screen to display the report in the window. Click the **Print** button in the upper left corner of the viewer. Then click the **Okay** button on the resulting **Print** window.

Selected reports associated with prior submissions for the current Report Year (i.e., 2013) and prior Report Years (i.e., 2012 and earlier) also can be reviewed. To view current or prior years' reports, click on the **Report** drop-down menu located above the tab line, and select the year and report stage (original, working data, revision, or closeout) that you wish to view.

Available Reports

The following report links are available on the **Reports** screen:

- Notes and Issues;
- Service Characteristics – Time Series;
- Key Performance Indicators;
- Revenue Vehicle Inventory – Prior Years History;
- Operating Expenses by Function and Hourly Wages – Prior Years History;
- Key Performance Indicators – Average Trip Length – Prior Years History;
- Ridership Activity Summary Report; and
- FFA Data Distribution by UZA.

For all of the reports (other than Notes and Issues), the default will be a five-year history. However, the user can change the report to show additional years' history using the **Report** drop-down located above the tab line.

Notes and Issues Report

Click on the **Notes and Issues Report** link to print all of the form notes and issues associated with the NTD Annual Report as viewed on the **Form Notes** screen or **Issues** tab.

Service Characteristics – Time Series

Click on the **Service Characteristics** link to view the report. This report provides the number of vehicles operated in annual maximum service (VOMS), the vehicle revenue hours (VRH) and miles (VRM), the deadhead hours and miles, the total actual hours and miles, the number of unlinked passenger trips (UPT), the number of passenger miles traveled (PMT), and the total operating expenses for each mode and TOS operated for the current reporting year and prior years, with the percentage of variation from year to year.

Key Performance Indicators

Click on the **Key Performance Indicators** link to view the report. This report provides the trip length, load factor, revenue speed, deadhead speed, cost per hour, cost per mile and cost per passenger for each mode and TOS operated for the current reporting year and prior years, with the percentage of variation from year to year.

Revenue Vehicle Inventory – Prior Years History

Click on the **Revenue Vehicle Inventory – Prior Years History** link to view the report. This report provides the total fleet, active fleet, ADA fleet, and average fleet age for each mode and TOS operated for the current reporting year and prior years, with the percentage of variation from year to year.

Operating Expenses by Function and Hourly Wages – Prior Years History

Click on the **Operating Expenses by Function and Hourly Wages – Prior Years History** link to view the report. This report provides the vehicle operations expense, vehicle maintenance expense, non-vehicle maintenance expense, general administration expense, vehicle operations hourly wage rate, vehicle maintenance hourly wage rate, non-vehicle maintenance hourly wage rate and general administration hourly wage rate for each mode and TOS operated for the current reporting year and prior years, with the percentage of variation from year to year.

Key Performance Indicators – Average Trip Length – Prior Years History

Click on the **Key Performance Indicators – Average Trip Length – Prior Years History** link to view the report. This report provides the average trip length by average weekday service, average Saturday service, average Sunday service and annual total data for the current report year and prior years, with the percentage of variation from year to year.

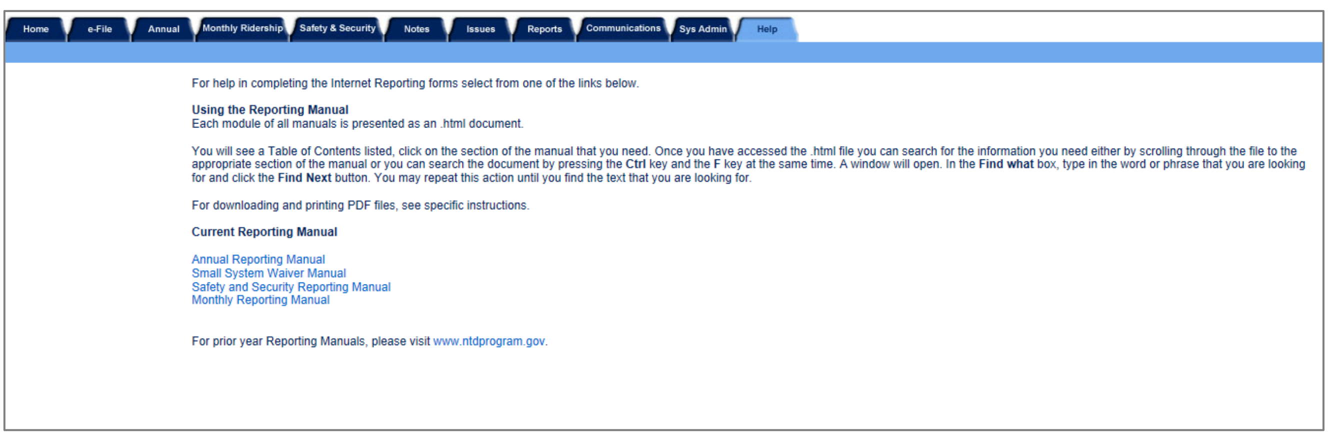
Ridership Activity Summary Report

Click on the **Ridership Activity Summary Report** link to view the report. This report shows a summary of your monthly ridership data by mode and type of service for the year selected.

FFA Data Distribution by UZA

Click on the **FFA Data Distribution by UZA** link to view the report. This report shows the percentage allocation of various data points across applicable UZAs that you service for Federal Funding Allocation purposes.

Help: Obtaining More Information



Click on the **Help** tab to display the **Help** screen. The **Help** screen provides access to the 2013 Urban Reporting Manual (previously tilted Annual Reporting Manual) for additional help in completing the NTD Annual Report forms. The **Help** screen displays the table of contents for the Reporting Manual with links to each section of the manual.